

**RULES OF THE MUNICIPAL FIRE AND POLICE
CIVIL SERVICE BOARD OF RAYNE, LOUISIANA**

DEFINITIONS:

The following words and phrases, when used in this part, shall have the following meaning unless the context clearly requires otherwise:

1. "Allocation" means the official determination of the class to which a position in the classified service belongs.
2. "Appointing authority" means any official, officer, board, commission, council or person having the power to make appointments to positions in the municipal police service or fire protection district fire service.
3. "Appointment" means the designation of a person, by due authority, to become an employee in a position, and his induction into employment into the position.
4. "Board" means the municipal, parish, or fire protection district fire and police civil service board.
5. "Class" or "Class of position" means a definitely recognized kind of employment in the classified service, designated to embrace positions that are so nearly alike in the essential character of their duties, responsibilities and consequent qualification requirements that they may fairly and equitably be treated alike under like conditions for all personnel purposes.
6. "Classification plan" means all the classes of positions established for the classified service.
7. "Classified service" means every appointive office and position of trust or employment in the municipal government, parish government, or fire protection district government, which has its primary duty one of the functions specifically set forth to be included in the classified service by the provisions of Act 282 of 1964 as amended by Act 146 of 1965; and excludes all elective and appointive offices and positions of trust or employment which have a primary duty specifically set forth to be included in the unclassified service by the provisions of the said Act.
8. "Demotion" means a change of an employee in the classified service from a position of one class to a position of a lower class, which generally involves less responsibility and provides less pay.
9. "Department service" means employment in the public service offered and performed separately by the fire or police department of the municipality, parish or fire protection district.

10. "Eligible" means a person whose name is on a list.
11. "Employee" means a person legally occupying a position.
12. "Employment list" or "Lists" means a reinstatement employment list, a promotional employment list, a competitive list and a re-employment list.
13. "Position" means any office of employment in the municipal, parish or fire protection district, fire or police service, the duties of which call for services to be rendered by one person.
14. "Promotion" means a change of an employee in the classified service from a position of one class to a position of a higher class which generally involves increased responsibilities and provides increased pay.
15. "Promotion employment list" or "promotion list" means an employment list, containing the names of eligible persons established from the results of promotion tests given for a particular class of positions, which is not specifically required by Act 282 of 1964 as amended by Act 146 of 1965, to be established from the results of a competitive test.
16. "Promotion test" means a test for positions in a particular class which are not specifically required by Act 282 of 1964 as amended by Act 146 of 1965 to be filled by competitive tests, admission to which is limited to regular employees of the next lower class, or the next lower classes when authorized by the rules, in the classified service.
17. "Re-employment list" means an employment list for the entrance or lowest ranking class in the classified service, or any group of classes that may be grouped in the classification plan, containing names of regular employees who have been laid off under the "lay off" provisions of Act 282 of 1964 as amended by Act 146 of 1965. This list shall not be applicable to persons who have resigned or have been discharged.
18. "Regular employee" or "permanent employee" means an employee who has been appointed to a position in the classified service in accordance with Act 282 of 1964 as amended by Act 146 of 1965 after completing his working test period.
19. "Reinstatement employment list" or "reinstatement list" means an employment list containing names of persons eligible for reinstatement in positions of a class from which they have been demoted for reasons other than disciplinary action.

20. "Seniority" means the total employment computed for an employee beginning with the last date on which he was regularly and permanently appointed and has worked continuously, to and including the date of computation. Time during which an employee has served in the armed forces of the United States subsequent to May 1, 1940 shall be construed to mean continuous service and shall be included in the computation of his seniority. Total seniority in the departmental service, including positions of any and all classes, or seniority in any one or more given classes, may be computed for an employee, but in either case, employment shall be continuous and unbroken by a resignation or discharge of the respective employee. An employee who is finally discharged or resigns from his position shall forfeit all accumulated seniority. An employee who is suspended and returns to his position immediately following the expiration of his suspension shall not forfeit his seniority accumulated to the date of his suspension, but he shall not be given credit for the lost time at any future compensation.
21. "Temporary appointment" means the appointment of an employee for limited period of service without acquisition by the appointee of any continuing right to be retained beyond such period.

RULE 1

SECTION 1. AUTHORIZATION, PURPOSE AND CONDITIONS:

- 1.1 Leaves of absence may be made by the Appointing Authority, and shall be made when required by law or these rules, to employees working in the classified service, provided, all such leaves be granted and used in accordance with the provisions and subject to the purposes and conditions as hereinafter provided.
- 1.2 All said leaves shall be issued in writing and shall set forth the effective dates and purposes thereof. A signed copy of each leave shall be furnished the board within fifteen (15) days of its effective date by a person having legal authority to grant and sign such leaves.
- 1.3 The right to regulate the time at which any employee may take an annual leave, or any other which is not beyond the control of the employee, shall be vested at all times, with the Appointing Authority.
- 1.4 No leave shall be granted to or used by an employee in the classified service for the purposes of such employee engaging himself in other employment during his regularly assigned working hours. Any change of hours made for the purpose of evading this provisions shall be considered a

violation thereof.

- 1.5 The Board expressly reserves the right to investigate and set aside any leave granted or used contrary to the provisions and purposes of these rules; or to take any other action it deems necessary or proper under the authority and provisions of Act 282 of 1964 as amended by Act 146 of 1965.

SECTION 2. VACATION LEAVE:

- 2.1 Each employee, regularly and permanently employed in the classified service, shall be given fifteen (15) days annual vacation with pay, only after one (1) year of continuous service. Leave shall not be accumulated for more than credit earned for one and one third (1 1/3) years.
- 2.2 After one (1) year continuous service, any regular employee whose employment relations are terminated after the first six (6) months of any calendar year shall be given the full fifteen (15) days vacation leave. Any such employee whose services are terminated before the expiration of the first six (6) months of any respective calendar year shall not be given vacation leave for that year. Each such employee, whether his employment relations are terminated during the first or last half of a respective calendar year, shall be given all vacation leave accrued and unused, if any, for the year preceding termination. If said relations are terminated because of the death of such employee, the amount of said leave shall be paid to the employee's wife, if married, if not, to his estate.
- 2.3 Earning Vacation Leave: Vacation leave shall be earned by regular and permanently employed employees in the classified service based on continuous service as indicated in the following schedule; however, no leave shall be earned while employee is on leave of absence without pay or during a period of suspension.
- a. Less than seven (7) months - no credit (0 days)
 - b. Seven (7) months but less than twelve (12) months - one half (½) day of credit per day worked.
 - c. One (1) year but less than seven (7) - 15 days of credit
 - d. Seven (7) years but less than fourteen (14) years - 18 days of credit
 - e. Fourteen (14) years or more of service - 21 days of credit

SECTION 3. SICK LEAVE:

- 3.1 Each employee regularly and permanently employed in the Classified Service, shall be credited with accrued sick leave based on continuous employment in the amount of one (1) day per month beginning with the seventh (7th) month of employment, of which sickness was not brought on by the employee's own negligence or culpable indiscretion. A longer period may be granted if the head of the Police Department deems it necessary in any one (1) year for the following reasons; illness or death of an employee's spouse, child, sister, brother, parent or other relative living in the same household with an employee or because of the employee being exposed to contagious diseases under circumstances in which the health of fellow employees with whom the employees associate, or members of the public necessarily dealt with might be endangered by the employee's attendance on duty.
- 3.2 On December 31 of each year the accumulated sick leave earned by an employee shall be carried forward to succeeding year. All accumulated sick leave shall be forfeited upon termination with the City of Rayne. Employees shall not be paid for accumulated sick leave upon termination of employment.
- 3.3 If because of illness of any employee, other employees are required to work extra hours, said other employee shall be given pay therefor in proportion to their monthly wages.

SECTION 4. SPECIAL LEAVE WITH PAY, WITHOUT PAY, OR WITH REDUCED PAY:

- 4.1 An appointing authority may, upon the written request of any regular employee and with the prior approval of the Board, grant such employee a special leave of absence for a period not to exceed eighteen (18) months whenever such leave is considered to be in the interest of the departmental service. Such leave may be granted with or without pay, or with reduced pay, as the circumstances may warrant. Where any employee does not return to work at the expiration of such leave, he shall be considered as having resigned his position.
- 4.2 Special leave with or without pay may be granted by the appointing authority to regular employees for the purposes of attending district, state, national or international meetings of employee or occupational organizations.

SECTION 5. CIVIL LEAVE:

- 5.1 Regular employees shall be given time off without loss of

pay or vacation leave when performing jury duty, when subpoenaed to appear before a court, public body, board or commission, or for the purpose of voting or serving as an election commissioner in either a primary or general election, or when an employee, being a member thereof, attends meetings of the Civil Service Board.

SECTION 6. MILITARY LEAVE:

- 6.1 It shall be within the power of the Appointing Authority to grant military leave, pursuant to the Federal Selective Service training and service act; however said Appointing Authority must obtain the consent and approval of the Civil Service Board of the City of Rayne, Louisiana prior to the granting of the aforesaid Military leave and furnish a photostatic copy of his compulsory induction.
- 6.2 Within sixty (60) days after the employee shall have completed the service for which Military leave had been granted, he shall report to the Departmental Service and shall furnish the Board thereof with a Certified Photostatic Copy of his Certificate of Discharge.
- 6.3 It shall be within the power of the Appointing Authority to grant military leave under Volunteer Enlistment, for a period not to exceed four years, and the time served under such Voluntary enlistment shall not be credited as time served in the department, but shall be deducted from the compilation of said employees time served insofar as his eligibility for benefits are concerned, however the Board, if requested by the employee, may hold a hearing and if proof can be furnished to the satisfaction of the Board that such Volunteer service to supersede involuntary service through and by Federal Selective Service call, and if in such a hearing, the Board finds that the evidence is to that effect, said Board may grant the same rights and privileges to the employee as an employee who entered the service involuntarily (See section 6.6).
- 6.4 Upon completion of the period granted for Military leave, it shall be mandatory for said employee to return to his conditions as previously set out in Section 6.2 herein, should any employee fail to return to active service in his department within the prescribed sixty (60) day period his employment with the service shall be terminated.
- 6.5 Selective Service Members, National Guard Members, Naval Reserve Members, Air Force Reserve Members, Marine Reserve Members, Army Reserve Members, or any other Members of an organized Reserve of the United States Armed Forces shall be granted leave subject to the provisions set out herein.
- 6.6 No section or sections of this rule shall be applicable to

those employees who enter the Armed Services involuntarily. Any Member who involuntarily enters any branch of the armed services shall obtain credit for the time served therein and under said conditions, as though said time had been served in the employment of his department.

SECTION 7. LEAVE WITHOUT AUTHORITY:

- 7.1 The absence of any employee, without first obtaining a written leave in accordance with these rules, may be covered by an authorized leave upon the return of such employee, provided, the conditions of his absence warrant such action; if not, disciplinary action may be taken against any such employee for the infraction of these rules. If subsequent leave is not granted, and disciplinary action is not taken, the Appointing authority shall immediately report the matter to the Board.

SECTION 8. FILLING VACANCIES:

- 8.1 Any person appointed to fill a temporary vacancy shall be a temporary employee within the meaning of Act 282 of 1964 as amended by Act of 146 of 1965, provided that such a person, prior to appointment, shall execute a statement in triplicate to the effect that he understands the appointment to be temporary in nature and such appointment shall further certify that the substitute appointee understands and agrees that he is not to be eligible for, nor participate in, the Fire and Police Pension Fund, or to enjoy any Civil Service statue except for those rights provided in Act 282 of 1964 as amended by Act 146 of 1965.
- 8.2 All substitute appointees shall be subject to all rules, and regulations, as provided by the local Board for regular employees, and shall be subject to all rules of discipline, as established by the Board or the Appointing Authority.

SECTION 9. LONGEVITY VACATION PLAN FOR MEMBERS OF THE POLICE DEPT.:

- 9.1 Employees with one (1) year service to ten (10) years service shall be given fifteen (15) days vacation with pay each year.
- 9.2 Employees with ten (10) years service to fifteen (15) years service shall be given eighteen (18) days vacation with pay each year.
- 9.8 Employees with fifteen (15) years service until retirement

shall be given twenty-one (21) days vacation with pay each year.

RULE 2

COMPULSORY RETIREMENT AGE UNDER THE PROVISIONS OF THIS RULE:

- 2.1 All personnel in the Rayne Police Department upon reaching their sixty- fifth (65) birthday, shall be compelled to retire from the Rayne Police Department, provided that if any member of the Police Department becomes sixty-five (65) years of age before the completion of twenty (20) years of active service in the police department, the said member shall with permission of the Board, be entitled to continued working until he has completed twenty (20) years of active service in the Rayne Police Department, then be compelled to retire under the provisions of this rule.

RULE 3

Any regular employee who resigns from a position in the classified service may, with the prior approval of the Board, be re-employed in a position of the class or in a position of which he is qualified, provided the re-employment is made within four years of the date of resignation, and provided no person whose name appears on either the reinstatement employment or re-employment list for a class to which any such person is re-employed is willing to accept an appointment therein. Any person who is re-employed, shall be physically fit to perform the duties of the position to which he is appointed. He shall furnish a favorable medical certificate to the appointing authority and the board after recent examination by the practicing physician.

RULE 4

All members of the Police Department seeking promotional examinations above the class of Patrolman shall be required to have completed the LSU in-service police training; or an approved equivalent.

RULE 5

A RULE WHEREBY MEMBERS OF THE POLICE DEPARTMENT SHALL BE PAID TIME AND ONE-HALF FOR WORKING ON CERTAIN LEGAL HOLIDAYS:

- 5.1 Holidays for all employees of the Rayne Police Department shall be as follows:
1. New Year's Day

2. Memorial Day
3. Good Friday
4. Independence Day (4th of July)
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving
8. Christmas Day
9. Mardi Gras Day

RULE 6

- 6.1 During times of National Emergency, any member of the Police Department who comes under the provisions of this Act and is classified as a regular employee; or, who may at a later date come under the provisions of this Act and be classified as a regular employee, that may be called into the Armed Forces of the United States, may upon application of the Secretary of the Civil Service Board, or the elected representative of the Department in which he is classified be furnished an application blank for the next regular scheduled examination.
- 6.2 The applicant shall furnish the name and address of his commanding or Executive Officer along with his application.
- 6.3 After application is received and approved by the Civil Service Board in the same manner that all applications are certified, the Secretary shall then place the name of the applicant upon the list of persons eligible to take the next examination and shall include a copy of the above information to the State Examiner of Municipal Fire and Police Civil Service.
- 6.4 The State Examiner of Municipal Fire and Police Civil Service shall then forward a copy of said examination by registered Air-Mail to the officer and at such address as included with the application with instructions as to the proper method to give the examination and method of returning the examination.
- 6.5 It shall be the duty of the Board to determine when a National Emergency arises.
- 6.6 The rules and procedure of examinations and grading shall be set by the State Examiner in the same manner as for other examinations.
- 6.7 When said applicant has successfully passed examination, his name shall be placed on the promotional list in the same manner as provided by Act 282 of 1964 as amended by Act 146 of 1965 as such time when eligible, he shall be promoted in his regular turn.

- 6.8 Probationary period shall begin with his appointment and any time spent in service shall be computed as part of the probationary period.

RULE 7

PUBLIC SCHOOL FUNCTIONS

- 7.1 No employee and/or employees shall be required to regulate traffic at any function of the Public Schools system of Acadia Parish, or any private school in the aforesaid Parish, unless said employee is on regular duty, or is given compensation therefor in amount not less than two dollars (\$2.00) per hour. This provision shall be limited to these functions only.

RULE 8

MEETINGS OF THE BOARD:

- 8.1 The Board shall hold one regular meeting within each quarterly period of the year, on the second Monday of the months of January, April, July and October. The Board shall hold such special meetings as may be called by the Chairman, as provided in Section I, Subsection 2536, Paragraph (M) of the Fire and Police Civil Service Law for small Municipalities and for Parishes and Fire Protection Districts by Act No. 282 of 1964 as amended by Act No. 146 of 1965.
- 8.2 Unless otherwise provided in the notice for such meetings shall be held at 10:00 o'clock A.M. in the Council Chambers at City Hall of Rayne, located at 801 The Boulevard, Rayne, Louisiana.
- 8.3 Notice of all meetings, including regular meetings, shall be given by posting such notice in the City Hall, and the police station, not less than ten (10) days before the date fixed for such meetings, unless otherwise provided by Law. Such notice shall state the time, place and subject matter to be covered, and whether it is regular or special.
- 8.4 Special meetings of the Board will be held only upon call of the Chairman, or, in his absence, the Vice-Chairman, as provided in Section I, Subsection 2536, Paragraph (M) of the Fire and Police Civil Service Law for small Municipalities and for Parishes and Fire Protection Districts by Act No. 282 of 1964 as amended by Act No. 146 of 1965.

RULE 9**SUBJECT MATTER OF MEETINGS:**

- 9.1 At regular meetings the Board shall consider all new or old business which may be brought to its attention in the manner hereinafter provided.
- 9.2 At special meetings the Board shall consider those items of business for which the meeting was called.

RULE 10**ORDER OF BUSINESS:**

- 10.1 On regular meetings the order of business shall be as follows:
- (1) Reading of the minutes.
 - (2) Special and general reports.
 - (3) Decisions and orders on matters considered at previous meetings.
 - (4) Unfinished business.
 - (5) New business.
- 10.2 On special meetings the order of business shall be as follows:
- (1) Reading of the Minutes.
 - (2) Decisions and orders on matters considered at previous hearings.
 - (3) Hearing of matters previously fixed for the special meetings.

RULE 11**APPLICATIONS FOR APPEALS AND HEARINGS:**

- 11.1 Any person authorized to appeal to the Board under the provisions of the Civil Service Law may apply for such an appeal by a written notice giving a clear and concise statement of the action complained against, the basis of the appeal and the relief sought. Applications for appeals to the Board under the provisions of Section 2561 of the Civil Service Act shall be made only by regular employees in the classified service and shall be limited to matter involving discharge or corrective or disciplinary action and the application shall so state. All other requests for hearing shall set forth the section of the Civil Service Act under which the application is brought and shall contain a statement of the jurisdiction of the Board. All applications for appeals and other hearings must be signed

by the applicant or his counsel, if any, and must give the name and post office address of the appellant and of his counsel. Written notice shall be filed with the Secretary of the Board and a copy thereof filed with the Chairman of the Board. An additional copy shall be furnished the Board for service on the authority or person against whose action the appeal is taken, if any.

- 11.2 No appeal shall be effective unless the above stated notice is filed within fifteen (15) days following the action complained against, or where notice is given of an action to be thereafter effective, within the fifteen (15) days following the date on which such notice is given.
- 11.3 The Secretary of the Board shall cause the date of filing to be noted on each notice of appeal and shall file said appeal on the appeals Docket, giving the said appeal an appropriate title.
- 11.4 Within ten (10) days after the docketing of an appeal, a written request for its summary dismissal may be filed by the authority or person against whose action the appeal has been taken on any of the following grounds provided no controverted fact is involved in the question: (a) that the Board lacks jurisdiction of the subject matter; (b) that the appellant has no legal rights of appeal; (c) that the appeal has not been made in the manner prescribed or within the time fixed by these rules; (d) that a decision on the merits would be ineffectual.

All such requests may be supported by written argument or brief. Any such request shall be filed with the Secretary of the Board and a copy with the Chairman, and shall contain satisfactory proof of service of a copy thereof on the appellant or his counsel.

- 11.5 Respondent shall file a written answer to the appeal within ten (10) days after the docketing of the appeal, or within ten (10) days after any adverse decision on a motion for summary dismissal filed under the provisions of Section 4 of this rule. Such answer shall state with sufficient detail to give the Board reasonable notice of the basis of the defense on which respondent will rely.
- 11.6 The Chairman of the Board shall fix the time and place for the hearing on an appeal or motion for summary dismissal and shall give notice thereof to all parties not less than (10) calendar days prior to the date fixed.

RULE 12

PROCEDURE ON APPEALS:

- 12.1 All hearings on appeals shall be open to the public.
- 12.2 Parties shall have the right, but shall not be required, to be represented by counsel, who must be duly licensed to practice law within the State of Louisiana. When any party is represented by more than one attorney, only one attorney for the party shall be permitted to examine the same witness.
- 12.3 The burden of proof as to the facts shall be on the appellant in every appeal and he shall be required to open the case.
- 12.4 The rules of evidence as applied in civil trials before the Courts of this State need not be strictly complied with but the Board shall limit evidence to matters having a reasonable relevance to the issues before the Board.
- 12.5 The Board may require appellant to give his sworn testimony before hearing any other witness on his behalf. If the Board is satisfied appellant has no just legal grounds to support the appeal, it may decline to hear any other evidence and dismiss the appeal on the basis of appellant's testimony. If, after hearing appellant, the Board is of the opinion he may have grounds, it may permit him to go forward with his evidence. The Board will consider the imposition of discipline after the passage of ten (10) days from the infraction for which discipline is imposed as grounds for automatic reversal of the disciplinary action.
- 12.6 Affidavits and ex-parte statements shall not be received except by consent of all parties unless used to refresh memory or to discredit a witness.
- 12.7 Parties and witnesses shall be subject to cross examinations as in civil trials. The Board looks with favor upon stipulations of undisputed facts.
- 12.8 The Board may, on request of any party or on its own motion, order witnesses sequestered and thus exclude them from the hearing room until called to testify.
- 12.9 At any hearing the appellant shall present his case in chief and the person or authority against whom the appeal is made shall then present his or its case in chief, after which the appellant shall have an opportunity for presentation of rebuttal evidence which shall be restricted to rebuttal of matters presented by the person or authority against whom the appeal has been taken. Any oral or written argument shall follow the same procedure of presentation.
- 12.10 The Board will fix total time permitted for all

argument and may require written briefs to be submitted on the issue presented.

- 12.11 Any party desiring the issuance of a subpoena for the attendance of a witness or for the production of books or papers must apply for an appropriate order in writing at least (5) days before the time fixed for the hearing.

RULE 13

DISMISSAL OF APPEALS:

- 13.1 If the appellant fails to appear at the place and time fixed for the hearing, his appeal may be dismissed or the Commission may, in its discretion, continue the case or proceed with the hearing and its decision upon such evidence as may be adduced at the hearing.
- 13.2 If the authority or person against whose action the appeal is taken fails to appear at the place and time fixed for any hearing, the Commission may proceed with the hearing and the appeal shall be decided upon such evidence as may be adduced at the hearing.

RULE 14

TRANSCRIPTS OF HEARINGS:

- 14.1 If any party to the hearing desires a permanent transcript of the hearing, he shall furnish a Court Reporter for said purpose at his own expense. Where a Court Reporter is furnished, the original of the transcript shall be filed with the Board and shall become a part of the permanent record of the appeal. Where no Court Reporter is furnished, the Secretary of the Board shall maintain as complete notes as is feasible, which shall be reviewed by the Board and certified as the record of the appeal.

RULE 15

OTHER HEARING:

- 15.1 All other hearings of the Board shall be instituted and shall be conducted in accordance with the above and foregoing rules concerning appeals to the Board so far as possible; provided, however, that as to notice, public nature of hearings, etc., requirements of the Civil Service Law shall prevail in hearings on other matters within the jurisdiction of the Board, such as establishment of new employment lists, amendments or

revisions of classification plans, or investigation.

RULE 16

APPLICATION FOR ADMISSION TO TESTS:

- 16.1 Tests for entry upon promotional and competitive employment list shall be advertised for and administered in accordance with Sections 2552 & 2553 of the Civil Service Act. Tests for entrance upon competitive employment lists may be given as the needs of the service require, and shall be given after any existing competitive employment eligible list is fifteen (15) months old and before said list expires. Tests for entry upon promotional employment lists shall be given after any existing list is fifteen (15) months old and before said list expires.
- 16.2 Application for admission to tests which will be received on Board approved forms by the Departmental Board member at any time up to thirty (30) days after posting of a notice fixing said test, which thirty (30) day period shall end not less than six (6) days in advance of the date fixed for the test. The Departmental Board member receiving such application will forward such application to the Secretary for maintenance in the permanent records of the Board. The results of the Tests and the maintenance of the lists established pursuant to such tests shall be kept as a permanent record of the Board in accordance with the provisions of the Civil Service Act.
- 16.3 Promotional and competitive employment lists shall be maintained by the Board for eighteen (18) months and the Secretary shall maintain a diary of the expiration date of any such lists.
- 16.4 Admission to tests shall be governed by the provisions of Section 2553 of the Civil Service Act.
- 16.5 When results of any examination are furnished to the Board by State Examiner, the Chairman shall forthwith poll all Board members for approval thereof, without the necessity of a formal meeting. Employment lists shall become effective upon the approval by a majority of the Board and filing of the same by the Board with the State Examiner.

RULE 17

FAMILY MEDICAL LEAVE

Each full-time employee of the classified service after having served one (1) year, shall be entitled up to twelve (12) weeks of unpaid leave, without credit for departmental seniority when appropriate documentation is supplied to the Appointing Authority for those reasons provided by Public Law 103-3 (Family and Medical Leave Act of 1993).

An employee will be required to first exhaust any or all compensatory time and any or all accumulated leave time before being granted unpaid leave without seniority.

RA	05-09-66
Rev	12-15-94
	12-18-95
	04-10-00